



**Minutes of a Meeting of the Board of Seaview Marina Ltd  
Held on Thursday 25 June 2015 at 11:30am in the Seaview Marina Office**

**Present:** Brian Walshe (Chair) (BW)  
 Arthur Stewart (Director) (AS)  
 Chris Milne (Director) (CM)

**In Attendance:** Alan McLellan (CEO, Seaview Marina) (AM)  
 Suzanne Willis (Seaview Marina Administrator) (SW)  
 Sharon Page (Senior Management Accountant HCC) (SP)

Discussion/Actions	Action Points
<p><b>1. MEETING WITH SMUG REPRESENTATIVES</b>            No meeting was held this month as SMUG had no issues to bring to the Board.</p>	
<p><b>2. BOARD ONLY SESSION</b></p>	
<p><b>3. APOLOGIES</b>            None.</p>	
<p><b>4. REGISTRATIONS OF INTEREST</b>            One addition was noted:            Chris Milne is on the Board of Community Foundations of New Zealand</p>	
<p><b>5. CONFIRMATION OF THE MINUTES OF THE LAST MEETING</b></p> <p><i>Resolved</i>  <i>That the Minutes of the Board meeting held on Thursday 21 May 2015 be accepted as a true and accurate record.</i>  <i>Moved: Chris Milne / Seconded: Brian Walshe</i></p>	
<p><b>6. ACTIONS FROM PREVIOUS MEETINGS</b>  <b>Website Upgrade for Wellington Marine Centre Tenants</b>            SW noted that WMC tenants had been approached with an offer of assistance to upgrade their listings on the SML website. Some had turned down the offer and others were still considering. The Board suggested that to encourage up take of the upgrade SML contact tenants again with an offer of a full subsidy for up to 3 free hours' assistance to upgrade their listing on the SML website in the new financial year.</p>	<p>SW to continue discussions with WMC tenants re assisting with website listing upgrade.</p>
<p><b>Sharon Page arrived at the meeting.</b></p>	
<p><b>7. FINANCIAL REPORT FOR THE MONTH ENDED 31 MAY 2015</b>            The Financial Report for the month ended 31 May 2015 was included with the Board papers. Sharon Page spoke to the report and outlined key points.</p> <p><b>Café Project</b>            CM asked SP to consider whether it is necessary to write off 100% of the cost of a café as the project is still under consideration. It was decided that the cost associated with surveying and the Resource Consent process should not be expensed. A decision will be taken later depending on whether the new concept</p>	

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<p>falls within the original Resource Consent requirements.</p> <p><b>Resolved</b>  <b>That we note and receive the Financial report for the month ended 31 May 2015.</b>  <b>Moved: Brian Walshe/Seconded: Chris Milne</b></p> <p><b>Sharon Page left the meeting.</b></p>	
<p><b>8. ACTIONS FROM PREVIOUS MEETINGS</b></p> <p><b>LBYC Signage</b>  SW noted that the draft LBYC sign is with the SML designer Jayne Montgomery and we are awaiting a proof.</p> <p><b>District Plan</b>  HCC are proposing a review of the Recreation and Open Space provisions of the District Plan. As a follow up to the letter sent to Tony Stallinger by the Board regarding this review, AM met with HCC officers to discuss how better use of Seaview Marina can be fostered through more supportive District Plan provisions, and to set up a process for the Board to provide input into the Council's proposed provisions.</p> <p>AM noted that Council officers were supportive of the Board's belief that SML can make better use of its site with District Plan provisions that are more supportive of the SML vision.</p> <p>AM will stay in touch with HCC regarding the District Plan revision and keep the item on the action list.</p> <p><b>Wellington Marine Centre</b>  AM noted that SMUG and WMC tenants have been advised of the name change from Wellington Sea Centre to Wellington Marine Centre.</p> <p><b>WMC Lease Marketing Signage</b>  AM has postponed replacement of the Colliers signage advertising WMC vacancies pending results of discussions with the prospective tenants for Units 4 and 7.</p> <p><b>Draft Casual Rental Agreement for WMC</b>  SW has prepared a draft agreement for casual WMC tenancies and this will be run past UPL prior to implementation.</p> <p><b>Hauraki Marine</b>  AM reported that he is awaiting the signed lease renewal document for Unit 8 from Hauraki Marine and it is expected this week.</p> <p><b>Boat Yard Business Management Operation</b>  Action pending. AM still to discuss boatyard operation with Tauranga Bridge Marina.</p> <p><b>Boat Yard Promotion</b>  AM is investigating promotional opportunities for attracting commercial vessels to the boatyard. These include print advertising in Seafood NZ and/or Professional Skipper magazines.</p> <p>CM suggested that AM contact the Chatham Islands Mayor Alfred W Preece to discuss business and promotional opportunities and invite him to SML.</p>	<p>AM to ask Gary Nichols to proof the casual rental agreement for WMC tenancies.</p> <p>AM contact Chatham Islands Mayor Alfred Preece to discuss promotion of the boat yard services to commercial vessels based in the Chatham Islands.</p>

Discussion/Actions	Action Points
<p><b>SML Customer Feedback for Mayor Wallace</b> CM to provide data from SML customer satisfaction survey for BW to present to Mayor Wallace at their next scheduled meeting.</p> <p><b>SML Policy re vehicle access to the Boat Yard</b> Following the collision between the travelift and a vehicle on the boat yard consideration has been given to ways such incidents could be mitigated in future. The Board asked AM to consider whether additional road marking is required.</p> <p><b>Seabed Licence</b> SML does not have a copy of the Seabed Licence relating to the marina. It is not known whether a copy is required to renew the Licence and what steps are required to renew the licence when it expires in 2027. AM to contact Phil Petersen at GWRC to enquire if a copy of the licence is required. If further legal clarification is required SML will contact Andrew Morrison of Morrison and Co. who has experience in this field, to obtain a quote for legal advice in regard to the renewal.</p> <p><b>Directors' Fees</b> BW to discuss Directors Fees with Max Shierlaw at their next meeting.</p>	<p>AM to look at the possibility of restricting vehicle movements with additional road marking.</p> <p>AM to contact Phil Petersen to clarify the process for the Seabed Licence renewal and obtain a quote for legal advice with Andrew Morrison if required.</p>
<p><b>9. CLIENT SERVICE REPORT</b> SW tabled a report on customer feedback during April 2015. There was no negative feedback. The Board asked SW to include a section for negative feedback and complaints in all future reports.</p>	
<p><b>10. MOA AGM</b> It was suggested that Zeald might be interested in making a presentation about their website design development services to the MOA AGM to be held in Wellington in August 2015.</p>	<p>AM to contact Zeald to see if they are interested in making a presentation about their company and website design services to the MOA conference.</p>
<p><b>11. OSH REPORT</b> A near miss on the boat yard was outlined in the OSH Report prepared by M Cousins. Details are noted in the report and the incident has led to a change in the way petrol is stored on the yard.</p>	
<p><b>12. CEO REPORT</b> The Management Report was tabled with the key points summarised as follows:</p> <ul style="list-style-type: none"> <li>• Projections for YE indicate a ROE of 5.1%</li> <li>• Profit YTD is \$244K, \$35K less than YTD budget</li> <li>• Occupancy rates for berths are improving, while trailer boat occupancy has declined slightly.</li> <li>• Unit 4 and 7 have prospective tenants.</li> <li>• A near miss was recorded in the Health and Safety Register but has been resolved.</li> <li>• The issue with the navigation pole in the entrance channel has been resolved.</li> <li>• No complaints have been received about the 1.5% price increase.</li> <li>• In-water and trailer park storage business is positive and G Pier is filling up well.</li> </ul>	

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<p><b>Liveaboards and Dogs</b> AM noted that he has had a number of enquiries from customers who own dogs wanting to live aboard their vessel at SML. Current rules state that pets are not permitted as liveaboards at SML. AM is concerned that by turning away these customers SML is losing revenue and asked for the Boards' feedback on the policy. The Board said they were happy for Alan to make a management decision on whether to change the policy.</p> <p><b>Debtors</b> A report on debtors was included with the Board Papers. The Board were asked to write off the following bad debts: [REDACTED]</p> <p><b>Resolved</b> [REDACTED]</p> <p><b>Boat Yard</b> AM noted that boatyard income is expected to be slightly down compared with May 2015.  The Board asked that future hardstand reports include activity figures for the previous 12 months.</p> <p><b>Commercial Pier Development</b> AM will be contacting current and prospective tenants to gauge their commitment to supporting the proposed commercial pier developments.</p> <p><b>SMUG</b> BW reported on the SMUG AGM which was attended by him and AM. He will be providing a report of the meeting to Mayor Ray Wallace.</p> <p><b>Customer Feedback Survey</b> AM noted that a customer survey will be done in January/February 2016.</p> <p><b>Petroleum Logistics</b> AM met with representatives from Petroleum Logistics yesterday to discuss design work and Resource Consents for the planned fuel wharf project. He noted that an underground tank is proposed for the area currently occupied by the dinghy racks. AM tabled a plan of the development and of a redesigned dinghy storage racking system.  AS asked that the impact on car parking caused by the proposal be considered.</p> <p><b>Pier H</b> AM reported that this project is ready to go ahead and materials will be arriving on site from 1 July 2015.</p> <p><b>Container Café</b> AM has been pricing the cost of the supply and fit-out of a container café. He tabled examples of container cafes. WMC Unit 9 is also vacant and has consent for use as a café. AS suggested that SML advertise in the Hutt News asking for expressions of interest in running a café at the marina.</p>	<p>AM to include activity figures for the previous 12 months in hardstand report each month.</p> <p>AM to place an advertisement in the Hutt News looking for expressions of interest re running a café on site.</p>

Discussion/Actions	Action Points
<p><b>Wellington Marine Centre Report</b> AM to provide a report for the Board comparing what rental can be achieved by leasing vacant units on a fixed lease as opposed to a casual basis.</p> <p><i>Resolved</i> <i>That we note and receive the CEO's report.</i> <i>Moved: Brian Walshe/Seconded: Chris Milne</i></p>	<p>AM to prepare a report comparing casual vs fixed lease rental rates for vacant WMC tenancies.</p>
<p><b>13. GENERAL BUSINESS</b></p> <p><b>Marina Insurance</b> AM noted that premiums had reduced slightly. The Board asked AM to go back to the insurer to renegotiate the premium quoted.</p> <p>There were no further items of General Business.</p>	<p>AM to go back to the insurer to renegotiate the insurance premium quoted.</p>

**With no further business the meeting closed at 1.30pm**

**Next Meeting Date: THURSDAY 23 JULY 2015 at 11:30am in the marina office**

**Signed:**  
**Brian Walshe**  
**Chair**  
**Dated:**